

SAA Mentoring Program Subcommittee

Report to the Membership Committee

December 12, 2011

Administering the Mentorship Program

As of December 7, 2011, there were a total of 66 protégés and 58 mentor volunteers active in the program. Of these, 5 protégés are waiting to be matched, 4 of whom have indicated they will wait for a geographic match and 1 having applied for the program in December. Of the 58 mentors, 54 are currently matched and 7 mentors currently mentor more than one protégé (a total of 11 of our mentors have indicated an ability to take on more than one protégé). At this time, protégés are matched with mentors generally within two weeks of application. Efforts in this behalf on the part of the Subcommittee in the past year have included:

- Reviewing the lists of protégés and mentors to identify individuals in current active matches or awaiting match.
- Articulating the benefits and expectations of both mentors and protégés on the SAA website.
- Promoting the mentor program and making calls to the membership for mentors
- Collecting biographical and professional information from mentors and protégés that have allowed the 7 member subcommittee to make over 50 effective matches.
- Updating spreadsheets to keep track of matches and manage the mentoring program.

Additionally, on August 25, 2011 the subcommittee hosted the Mentoring Program Meet-and-Greet in the Networking Café at the Annual Meeting of SAA to allow mentors and protégées to meet one another in person.

Defining the Program and Other Substantive Tasks

In the past few months, the subcommittee led by senior co-chair, Lisa Carter has worked to review its role and how best to increase productivity and meet the needs of membership. In as much, the co-chairs met with Brian Doyle via conference call in October to discuss how the subcommittee might take advantage of the Drupal site. Brian has developed a web form for prospective mentors/ protégées that will automatically populate applicant information in a Drupal database which can then be exported to an excel spreadsheet. This should make the information management aspect of subcommittee work less cumbersome as members currently do this work by hand.

The subcommittee met via conference call in December to discuss the current workflow; tailoring the application process to cull out lone arrangers and records managers (as requested by their respective roundtables); and how best to use Drupal in managing the program.

Ongoing Issues/ Goals for the Upcoming Year

The Mentoring Program Subcommittee will continue the work of matching mentors with protégés and soliciting more mentors. In addition, the Subcommittee will continue to address recommended changes submitted by the Task force on Mentoring in 2009:

Further expand the SAA mentoring website to include additional online resources and links.

Develop training for mentors, including a possible joint workshop for mentors and protégés.

Add a checkbox to the SAA Membership Form to indicate interest in serving as a mentor.

The Subcommittee also plans to spend much of the year focusing on the streamlining of its workflow (partially through better using Drupal) to allow the subcommittee to focus more on program and less on administrative tasks in the future. Ideally, the subcommittee will then begin to address some larger programmatic issues that directly reflect its service to the membership.